

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Administrative Project Manager	Level: M2
Title Code No: 83008	Annual Salary: \$54,740 / \$59,032 - \$146,276
Office Title: Assistant Operations Manager	Work Location: 3701 Jerome Ave., Bronx, NY
Division/Work Unit: Bureau Water Sewer Operations/Croton Filtration Plant (CWFP) Operations	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

This is a management position within Croton Water Filtration Plant (CWFP) Operations. The Croton Water Filtration Plant Assistant Operations Manager, will report directly to the Operations Manager. Primary responsibility will be to supervise and assist in managing the day to day operational activities within the treatment plant. The following are typical duty assignments within this management position; Under administrative direction, with extremely wide latitude for the exercise of independent judgment, initiative, and action, performs difficult, responsible and complex work in supervising, planning, coordinating and overseeing the operational activities at the Croton Water Filtration Plant. Directs a staff of professional New York State Department of Health certified Water System Operators engaged in the treatment and delivery of a safe drinking water supply. Oversee; and directs the implementation of the Croton Water Filtration Plant Facility Operation and monitoring Plans. Direct and coordinate process control monitoring activities in order to track the performance and efficiency of the Croton Water Filtration Plant. Directs and supervises Croton Water Filtration Plant compliance monitoring and reporting activities to ensure that treatment operations and targeted water quality parameters meet regulatory requirements. Oversee the direction and coordination of administrative support for Croton Water Filtration Plant operational planning, budgeting, staffing, and reports generation. To include procurement, contract specification and management, and inventory control. In the temporary absence of the Croton Water Filtration Plant Operations Manager, may assume the duties of that position.

Qualification Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
2. A four year high school diploma or its educational equivalent and nine years of experience as described in -1- above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
3. Education and/or experience equivalent to -1- or -2 - above. An accredited Master's degree in one of the disciplines described in -1 - above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in -1 - above.

Essential Skills

Person serving in this position must possess a 1A Water Operator certification issued by the State of New York Department of Health.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Appointments are subject to OMB approval.

Post Date: 11/15/2011	Post Until: 11/30/2011	JVN: 826-12-94801-WSO
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The City of New York is an Equal Opportunity Employer